



Yolo County Housing

147 W. Main Street
WOODLAND, CA 95695

Woodland: (530) 662-5428
Sacramento: (916) 444-8982
TTY: (800) 545-1833, ext. 626

MAINTENANCE WORKER II Recruitment Announcement for Establishment of Job Classification Hiring List

Maintenance Worker II – Yolo County Housing (YCH) is recruiting for the purpose of establishing hiring lists for future openings in this job classification in our facilities department. YCH is seeking candidates that can perform semi-skilled level maintenance work including vacancy preparation duties, plumbing, carpentry, building and ground maintenance, and assist with special projects. Three years of increasingly responsible building and grounds maintenance experience and an insurable DMV record is required. General office, computer skills and bilingual a plus. Interested applicants can obtain an application package at the YCH Administration office located at 147 W. Main Street in Woodland, call 530-662-5428 or download from our website at www.ych.ca.gov. Starting wage is \$18.21 per hour + excellent benefit package. Please submit a completed application package to YCH, Attention: Human Resources, 147 W. Main Street, Woodland, CA 95695 or email to jobs@ych.ca.gov. Deadline to apply: May 26, 2016 at 5:00pm.

The following items are required for a complete application package:

1. Completed and signed YCH Employment Application.
2. Three professional references including name, address, and phone number. Email address if available.
3. Resume (optional)

Only **complete application packages received by Thursday, May 26, 2016 at 5:00pm** will be considered.

YCH is an equal opportunity employer. In compliance with the requirements of ADA, YCH will provide reasonable accommodation to qualified individuals with disabilities on a case-by-case basis. Please contact the office to discuss accommodation requests. The 504 Coordinator can be reached at 530-662-5428 or jholt@ych.ca.gov.

YOLO COUNTY HOUSING MAINTENANCE WORKER II

MAINTENANCE WORKER II

*Class specifications are intended to present a description list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

DEFINITION

To perform housing unit vacancy preparation duties; to perform semi-skilled work in the maintenance of buildings, water and sewer lines and ground maintenance; and to perform a variety of duties relative to assigned area of responsibility.

This is a semi-skilled level class within the Maintenance Worker series. Employees within this class are distinguished from the Maintenance Worker I by the performance of the full range of duties as assigned including vacancy preparation duties and independently performing semi-skilled maintenance work. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Maintenance Worker in that the latter performs skilled carpentry, electrical, plumbing and mechanical maintenance work and exercises lead supervision over maintenance personnel.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Program Supervisor and/or Director of Operations as assigned. Maintenance Worker II staff may receive direction from the Housing Specialist II, Resident Manager, or Senior Maintenance Worker of YCH assigned properties.

ESSENTIAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

1. Perform vacancy preparation duties; perform minor repairs on unit cabinets, wall, doors, windows and related fixtures; replace light bulbs, touch up walls; clean and repair appliances; move appliances and furniture.
2. Perform grounds maintenance duties; mow, trim and edge lawn areas, trim shrubs, bushes and trees; apply pre-mixed chemicals in assigned area.
3. Perform minor electrical repairs and installations; replace light bulbs, fuses and circuit breakers.
4. Perform repairs to the plumbing systems of buildings and repair or replace broken water and sewer lines.

5. Paint the interior and exterior of vacant and occupied buildings including doors, moldings and walls.
6. Repair and replace broken fixtures including windows, screens, cabinets, shelves, doors and related building fixtures.
7. Repair and replace floor coverings; lay floor tile.
8. Assist in removing and replacing interior walls using sheetrock.
9. Operate a variety of power tools and equipment used in the repair and maintenance of buildings and grounds.
10. Operate YCH vehicles including trucks with lift gates; driving to YCH properties; collect and dispose of furniture, debris, garbage and related refuse items.
11. Respond to questions and/or complaints from tenants and make appropriate referrals.
12. Make minor adjustments on service equipment; maintain tools and equipment in working order.
13. Maintain a variety of records including logs of daily activities if required.
14. In accordance with Government Code 3100, perform the duties as a disaster services worker as assigned in the event of a declared disaster or state of emergency by the Yolo County Housing Executive Director, Yolo County OES and/or the State of California DHS.
15. Perform all duties in a safe and conscientious manner following the YCH Injury Illness and Prevention Guidelines, reporting all injuries within 24 hours to your supervisor or member of the management team; reporting any safety concerns to your supervisor, member of the management team, or member of the YCH safety committee.
16. Abide by the YCH Risk Control Policy Statement assuring the highest level of safety and well being of residents, tenants, employees, volunteers and visitors, abiding by all applicable laws and regulations which govern the health and safety of all, and employing risk control methods where feasible to prevent and control losses. Report any observed or reported health, safety, and risk concerns to your supervisor, a member of the management team, or member of the YCH risk control committee.
17. Perform related duties and responsibilities as required and/or assigned.

QUALIFICATIONS

Knowledge of:

- Equipment, tools, materials, methods and practices of a building maintenance and grounds maintenance program.

- Techniques and practices in basic carpentry, painting, plumbing, mechanical and electrical work.
- Operational characteristics of tools and materials used in building and grounds maintenance programs.
- Basic mathematical principles.
- Principles and practices of safe work and safe driving.

Ability to:

- Perform minor maintenance activities related to area of assignment using a variety of tools and equipment in performing semi-skilled building and grounds maintenance duties.
- Perform manual work for extended periods of time in all types of weather.
- Communicate with co-workers and residents in a courteous and professional manner.
- Plan and organize work to meet schedules and deadlines.
- Operate a personal computer using various applications including e-mail, inventory control and maintenance work order software.
- Deal diplomatically and sensitively with clients, other agency representatives, and the general public.
- Maintain effective working relationships with those contacted in the course of work.
- Respond to requests and inquiries from tenants and the public.
- Maintain confidentiality.
- To learn, interpret and apply pertinent codes, rules, regulations, policies and procedures related to grounds maintenance and/or building maintenance duties.
- Follow policy and adhere to procedures.
- Drive from site to site.

Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain knowledge and abilities would be:

Experience/Training:

- High School Diploma or GED **and**;

- Three years of increasingly responsible building and grounds maintenance experience.

Physical Demands:

- Performs a variety of physical tasks including sitting, standing with movement, walking, bending/stooping, crawling, climbing, reaching above shoulder, reaching below shoulder, reaching at shoulder, crouching, kneeling, lifting, carrying and pushing and pulling; repetitive hand and foot motion; hearing and vision abilities in accordance with physical tasks. Working in confined spaces and ability to lift up to 50 pounds. Have manual dexterity to manipulate hand tools and maintenance equipment.
- Performs tasks in conditions that include work inside; work outside; wet; humid; noise/environment; chemicals; fumes; odors; dust; moving objects; slippery surfaces; safety equipment; special clothing; carpeted floors; linoleum floors or cement; cold (less than 50 degrees); heat (greater than 90 degrees); temperature change in accordance with physical tasks.
- Reasonable accommodations for physical requirements will be considered and made on a case-by-case basis. Requests for reasonable accommodation can be made to the General Director.

Special Requirements:

- Must possess current automobile insurance in accordance with California law and, a valid California driver's license, including a driving record acceptable to the YCH insurance company.
- Must be insurable by YCH insurance carriers.
- Be available for emergency call-back to assigned facilities as a disaster service worker.
- Provide required proof of legal right to work in the United States.
- Employees in this classification will be required to pay monthly union dues.
- Public employees under Government Code 3100-3109 are required to perform duties as disaster service workers in the event of a natural, man-made, or war-caused emergency. To prepare for this service, employees in this classification code are required to complete, at a minimum, NIMS 100 Certification within their first year of employment.

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